

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25th July 2022, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor F Minay
 Councillor T Musson Councillor S Patterson
 Two members of the Public

Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
19.22	<p><u>Introductions</u></p> <p>Apologies were received and accepted from Councillor D Woodley (Vice-Chair)</p>	
20.22	<p><u>Public Participation</u></p> <p>No issues were raised.</p>	
21.22	<p><u>Declarations of Interest</u></p> <p>The Clerk and Chair declared an interest in item 7 – Clerk and RFO.</p>	
22.22	<p><u>Minutes of the Annual Meeting of Whessoe Parish Council – 23rd May 2022</u></p> <p>The Minutes of the Annual Meeting of Whessoe Parish Council held on the 23rd May were presented.</p> <p>The Council RESOLVED that the Minutes of the Annual Meeting of Whessoe Parish Council held on the 23rd May 2022 be approved.</p> <p>All actions are covered in the Agenda.</p> <p><u>Minutes of the Annual Parish Meeting – 23rd May 2022</u></p> <p>The minutes of the Annual Parish Meeting held on 23rd May 2022 were presented.</p> <p>The Council RESOLVED that the minutes of the Annual Parish Meeting held on 23rd May 2022 be approved.</p>	
23.22	<p><u>Planning</u></p> <p>Planning Applications Log</p> <p>The Council RESOLVED to note the planning applications log.</p>	

Signed..... Date.....
 Chair of the Parish Council

	<p>Land Acquisition at the Green</p> <p>The Council had received and signed the paperwork from Darlington Borough Council (DBC) for the lease on the Green.</p> <p>Traffic Issues on Burtree Lane and Noise on A167</p> <p>As the development at Berrymead Farm was underway, the Council RESOLVED to wait and assess the situation later in the year. As such, this will remain a standing item on future agendas.</p>	
24.22	<p><u>Parish Councillor Vacancies</u></p> <p>Councillors Dawson and Bennett have resigned from the Council. Notice of the vacancies were posted on 4th July 2022 and the period where an election could be used to fill the vacancies ended on 22nd July 2022. There were no requests for an election and the Council will undertake to fill both vacancies through co-opting.</p>	
25.22	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Staffing Committee</p> <p>There had not been a meeting of the Staffing Committee since the last Council meeting.</p> <p>The Clerk asked the Staffing Committee to consider raising the pay point, which has not changed since 2019, despite the experience and training that the Clerk has gained over the last 3 years.</p> <p>The Chair asked the Staffing Committee to consider raising the number of contracted hours for the Clerk.</p>	<p>DW</p> <p>DW</p>
26.22	<p><u>Finance</u></p> <p>Bank Mandate</p> <p>At the time of the meeting there had been no confirmation of the change from the bank. POST MEETING NOTE: The Bank confirmed the changes on 28th July 2022.</p> <p>The Clerk will arrange for Councillor Patterson to become an online authoriser.</p> <p>Bank Reconciliation May and June 2022</p> <p>Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook on 19th June and 14th July 2022 respectively. The latter was only reconciled by Councillor Minay.</p> <p>Financial/Budget Statement to 19th July 2021</p>	<p>Clerk</p>

Signed..... Date.....
Chair of the Parish Council

The Clerk presented the Financial Statement for the period up to 19th July 2022.

Receipts totalled **£9,023** of which £5,760 came from the precept. The Council spent **£8,357**.

The Council noted potential overspends against approved budget as follows:

- IT- due to extra work required from the developer.
- Telephone – to cover the cost of the Council’s mobile phone.
- Gas and Electric – due to increased unit rates.
- Event Expenditure – because the gazebo was wholly paid for from this budget heading.

The Clerk will propose budget changes for the current year at the September meeting.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2022	PAYE Q1	£ 317.20	HMRC
01/04/2022	Salary Q1	£ 1,268.80	Clerks Salary
04/04/2022	Cleaning March	£ 180.00	Jo Relton
06/04/2022	Jubilee Entertainer Deposit	£ 100.00	Jesse Ward
05/05/2022	NALC Subscription	£ 196.76	CDALC
13/05/2022	Cleaning April	£ 135.00	Jo Relton
16/05/2022	Materials for erecting noticeboard	£ 127.90	Wickes
25/05/2022	Entertainer final payment	£ 225.00	Jesse Ward
25/05/2022	Insurance 2022-23	£ 620.47	Zurich Municipal
25/05/2022	Gazebo	£ 727.50	Gazebo Shop
25/05/2022	Printer Ink Cartridges	£ 139.49	Amazon Business
30/05/2022	Internal Audit	£ 100.00	Kevin Pearce
01/06/2022	Cleaning May	£ 180.00	Jo Relton
13/06/2022	Alpha Software	£ 154.80	Rialtas Business Solutions
27/06/2022	Annual Subscription	£ 238.80	Hallmaster
01/07/2022	PAYE Q2	£ 356.00	HMRC
01/07/2022	Clerk Pay Q2	£ 1,424.80	Clerks Salary
01/07/2022	TV Licence 2022-3	£ 159.00	TV Licensing
08/07/2022	Refund for cancelled classes	£ 195.00	Alison Pearce
08/07/2022	Cleaning June	£ 180.00	Jo Relton
08/07/2022	Refund for cancelled classes	£ 162.50	Katie Taylor

Clerk

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	The Parish Council RESOLVED to note the financial/budget report up to 19 th July 2022.	
27.22	<u>Annual Governance & Accountability Return 2020-21</u> The Notice of public rights ended on 14 th July 2022. There were no requests to view the Council's accounts.	
28.22	<u>Policies</u> The Council RESOLVED to approve the Risk Management Policy and Plan. A copy has been put on the website.	
29.22	<u>Correspondence</u> The Clerk advised that the latest edition of Clerks and Councils Direct is available.	
30.22	<u>Events and Training</u> Events The Event log has been updated to include all known activities until the end of the year. Training The County Association Training Partnership has offered the Council a bespoke Essential Councillor training session, on zoom, for a price of £250. The Clerk will make arrangements for this to take place. CDALC are offering training sessions on Finance. Councillors are encouraged to sign up for them.	Clerk ALL
31.22	<u>Marketing and social media</u> There was nothing to discuss under this item.	
32.22	<u>Whessoe Parish Hall Committee</u> The Hall Committee met on 4 th July 2022. An update was provided by Councillor Goldfinch. <ul style="list-style-type: none"> • They had prepared a maintenance schedule based on the condition survey undertaken earlier in the year. The Committee would see how expenditure was going in September but thought it likely that the work will be scheduled for the next financial year. • Councillor Woodley will be arranging training for the Council on the use of the TV screens and sound system. • The Committee had discussed raising hire charges on an incremental basis to offset the increase in fuel prices. From September they proposed to: 	DW

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	<ul style="list-style-type: none"> ○ Raise the one-off hire charge to £15 with no discount for residents in the Parish, ○ Regular hirers would be charged £10 with no discount, and ○ As a dispensation to the embroidery group, who had used the hall since it opened, a charge of £15 for the two hours they use the Committee Room. <p>The Council RESOLVED to approve the changes to the charges.</p> <p>The Hall Committee would be reviewing all booking forms at their meeting on 22nd August 2022. The Council and TVVHN websites will need updating.</p> <p>Contracts</p> <p>The Clerk presented a quote for new contracts for gas and electric. The Council RESOLVED to accept the fixed price quotes for 24 months from Octopus for electricity and for 12 months (starting from 19th December 2022) from EDF for gas.</p> <p>Hall bookings</p> <p>The latest hall rota for opening the hall to one-off events would be circulated later in the week. POST MEETING NOTE: Done 29th July 2022.</p>	Clerk														
33.22	<p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee met on 27th June 2022.</p> <p>An update was provided by the Chair of the Social Committee. Key points were:</p> <ul style="list-style-type: none"> ● The Committee arranged the first meeting of the Working Group, to advise on events and maintenance on the Green, on 19th July. Unfortunately, only the two allocated Councillors turned up – so the meeting was postponed and will be rearranged. ● Quiz nights are scheduled as follows <table border="1" data-bbox="411 1364 1305 1756" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>DATE</th> <th>HOST</th> </tr> </thead> <tbody> <tr> <td>12th August</td> <td>Jo/Dave</td> </tr> <tr> <td>23rd September</td> <td>Trevor</td> </tr> <tr> <td>28th October</td> <td>Bill/Suzanne</td> </tr> <tr> <td>9th December</td> <td>Fiona/Chris</td> </tr> <tr> <td>13th January 2023</td> <td>Sharon</td> </tr> <tr> <td>3rd March 2023</td> <td>TBA</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● The Christmas Lights switch on is mostly arranged. The Committee will be discussing the detailed plan at their meeting next month. 	DATE	HOST	12 th August	Jo/Dave	23 rd September	Trevor	28 th October	Bill/Suzanne	9 th December	Fiona/Chris	13 th January 2023	Sharon	3 rd March 2023	TBA	
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<p>34.22</p>	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 26th September 2022 – 7.00 pm Budget & Precept Setting Meeting – Monday 28th November 2022 – 7.00 pm Parish Council Meeting – Monday, 23rd January 2023 – 7.00 pm Parish Council Meeting – Monday, 27th March 2023 – 7.00 pm Annual Meeting – Monday, 22nd May 2023 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 22nd May 2023 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2022-23.</p>	
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Signed..... Date.....
 Chair of the Parish Council